

**PRESTON COUNTY SCHOOLS**  
731 Preston Drive, Kingwood, West Virginia 26537  
2011-2012 School Year  
**SUBSTITUTE SCHOOL NURSES**

**Posting Date:** September 1, 2011 **Closing Date:** 2011-2012 School year  
**Title:** Substitute School Nurse R.N.  
**Salary:** Based upon degree/experience  
**Location:** County Itinerant  
**Budget Source:** County funds  
**Employment Term:** Available for day to day absences during the 2011-2012 school year  
**Certification:** Bachelor's Degree in Nursing and School Nurse Certification PK-AD or eligible for School Nurse Certification.

**Application Process:** Submit a letter of interest, a bid sheet, resume' and a copy of license/certificate, to the Personnel Office.

**Responsibilities:**

1. Assist in the day to day operations in the absence of the School Nurse;
2. Organizes, directs and coordinates the programs in the absence of the School Nurse;
3. Delivers services to students or others;
4. Gathers and interprets data that is pertinent to the programs;
5. Facilitates professional development to achieve goals;
6. Develops and improves individual competencies and skills in delivering services;
7. Demonstrates competency in the knowledge and implementation of technology standards.

**Minimum Qualifications:**

1. Meet requirements for West Virginia certification for respective positions or be eligible for certification;
2. Be able to carry out the responsibilities of the position;
3. Clearance of any criminal convictions as listed in House Bill 146.

**Performance Characteristics:**

1. **Planning, Preparation and Implementation:** Engage in activities that prepare for implementation of new programs or facilitates change in existing programs and their implementation.
  - A. Identifies needs in the program;
  - B. Develops action plans based on identified needs;
  - C. Evaluates ongoing programs/plans;
  - D. Revises programs based on assessment;
  - E. Implements ongoing program activities and revises activities as needed;
  - F. Advises school personnel regarding available resources.
2. **Administration/Management:** Organizes, directs and coordinates programs that include responsibility for budgeting, staffing, reporting and other similar activities.
  - A. Aids school administration in developing and providing policies and/or programs;
  - B. Establishes and communicates practices and procedures to students parents, community and staff;
  - C. Works to integrate program into total school curriculum;
  - D. Prepare thorough and accurate reports in a timely manner;
  - E. Make recommendations to modify the school program to meet the individual student needs.
3. **Assessment/Evaluation:** Gathers and interprets data from individuals, groups or programs to evaluate needs and programs.
  - a. Explain nature and purpose of assessment in an understandable manner;
  - a. Demonstrates knowledge of theories, techniques and instruments used for assessment;
  - b. Follows confidentiality procedures;
  - c. Makes provisions for the attainment and evaluation of program goals;

- d. Communicates effectively with school personnel, students, parents and the community.
- 4. **Intervention: Delivers services to students and others to improve skills/functional disabilities or inform recipients of services.**
  - a. Provides activities to foster the development of the whole child/student;
  - b. Demonstrates positive interpersonal relationships with students, educational staff, parents and the community;
  - c. Assists teachers and students in implementing plans/strategies;
  - d. Involves students in setting objectives;
  - e. Uses systematic processes to assess needs, plan interventions and evaluate outcomes.
- 5. **Collaboration: Collaborates with school personnel, parents and the community to assist with and coordinate the delivery of services to students.**
  - d. Presents information about services offered to students school personnel, parents and the community;
  - e. Assists parents and students with individual needs to secure available services;
  - f. Creates a positive climate during consultation;
  - g. Serves on or leads multi disciplinary teams;
  - h. Respects values different from her/his own
- 5. **Professional Development: Facilitates professional development activities to achieve goals.**
  - a. Seeks input from staff;
  - b. Plans, implements and evaluates professional development programs;
  - c. Disseminates information at meetings;
  - d. Develops procedures and provides training for school personnel, students and parents.
- 6. **Professional Responsibilities: develops and improves individual competence and skill in delivering services consistent with standards.**
  - Behaves in an ethical manner;
  - Demonstrates understanding of own professional limitations;
  - Continues professional development by keeping abreast of current trends;
  - Keeps appointments and follows up with commitments;
  - Adheres to established regulations, policies, rules and laws;
  - Commands respect by example in appearance, manners, behavior and language.
- 7. **Technology Standards: demonstrates competency and knowledge in the implementation of technology standards identified by West Virginia Board of Education policies, which are based on the International Society for Technology in Education (ISTE) Standards.**
  - Demonstrates a sound understanding of technology operations and concepts;
  - Applies technology to facilitate a variety of effective assessment and evaluation strategies;
  - Uses technology to enhance productivity and professional practice;
  - Understands the social, ethical, legal and human issues surrounding use of technology in PK-12 schools and applies that understanding in practice.

**Equal Employment Opportunity:**

*As required by Federal law and regulations, the Preston County Board of Education and the County Office do not discriminate on the basis of sex, religion, race, color, disability, age or national origin in employment or in its educational programs and activities. Inquiries may be referred to Title IX Coordinator, 300 Preston Drive, Kingwood, West Virginia 26537, Phone (304) 329-0580 or to the United States Department of Education, Director of the Office of Civil Rights.*

